## South Carolina Department of Revenue

**Alcoholic Beverage Licensing Report…A How-To Document**

This report displays a listing of locations by county licensed to sell, import or distribute alcoholic beverages in the State of South Carolina.

**About the Data:**

The data is updated daily. The area below the title of the report indicates the date the data is current through.



**To Use the Report:**

NOTE: You must have the latest version of Adobe Flash installed on your computer to view this report.

1. Select a County

By selecting a county from the drop-down menu, the table will display the licensed locations within that county. (Click the arrow to open the drop-down menu.)
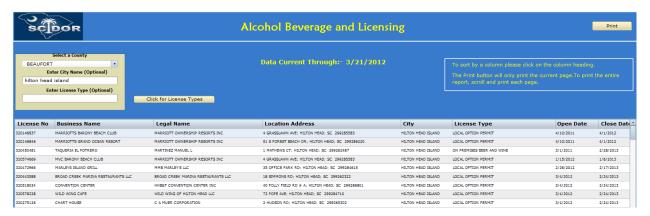


2. Enter a City (Optional)

By typing a city in the **City field**, the table will display the licensed locations within that city.

1. You must **delete the \* (asterisk)** in the field before typing the city name.

2. **Type the city name** in the City field.

3. Press **Enter** on your keyboard after typing a city name for the data to populate.

o   The City field is **not case sensitive**.

- o **You do not have to type the entire city.** For example, if you would like to see licenses in the City of Hilton Head Island, you only have to type **Hilton and hit enter**.

Not typing a city in the City field will display all cities within that county.



3. Enter a License Type (Optional)

By typing a license type in the **License Type** field, the table will display the locations that hold that particular type of license.

1. You must **delete the * (asterisk)** in the field before typing the license type.

2. **Type the license type** in the License Type field.

- o Click the **Click for License Types** button to get a listing of types of alcoholic beverage licenses. This will help you to know what to type in the **License Type** field. Click **Close** when you are finished looking at the list.



3. Press **Enter** on your keyboard after typing a city name for the data to populate.

- o The License field is **not case sensitive**.

- o **You can use only a few letters or one word as a wild card.** For example, if you would like to see only the beer and wine permits in a specific area, only type the word **beer** in the License Type field and hit enter. This will return all license types with the word **beer** in the title.

Not typing a license type in the License Type field will display all license types within that county/city.



Note: If there are no active licenses in the selected County or City, the search will return no results.

**To Sort by a Column:**

1. Select the column heading.

Selecting the column heading once will sort the column Ascending (ABC order).

Selecting the column heading again will sort the column Descending (ZYX order).



**To Print the Report:**

1. Click the **Print** button in the top right corner of the screen.

2. Printing the report in Landscape will produce a more legible report. Click your printer's Preferences button and change the Orientation to **Landscape**.

NOTE: Clicking the **Print** button will only print the current page. (Only print the rows viewable in your screen.) To print the entire report, use the scroll bar at the right of the screen to scroll down and print each page.